

# ADEL DESOTO MINBURN COMMUNITY SCHOOL DISTRICT

## JOB DESCRIPTION

TITLE Principal's Administrative Assistant

### QUALIFICATIONS

1. High school diploma.
2. Proficient typing and filing skills.
3. Working knowledge of basic office procedures and the operation of common office equipment and machines.
4. Good written and verbal communication skills.
5. Ability to maintain confidentiality.
6. Ability to work without constant supervision.
7. Ability to work under the stresses of interruption and varying schedule.
8. Ability to work well with staff, parents, and students.

REPORTS TO Building Principal

JOB GOAL To assist and relieve the principal of paper work so that the principal may devote maximum attention to the central responsibilities of education, educational administration, and supervision.

### PERFORMANCE RESPONSIBILITIES

1. Maintains a schedule of appointments and makes arrangements for conferences and interviews.
2. Processes reports, notices, recommendations, and letters as directed by building principal.
3. Obtains, gathers, and organizes pertinent data as needed and puts same into usable form.
4. Maintains a regular filing system and processes incoming correspondence as instructed.
5. Orders and maintains supplies as needed.
6. Performs any bookkeeping tasks associated with the position.
7. Assigns duties to and supervises the work of clerical office personnel.
8. Operates photocopy machine as requested by principal and faculty.
9. Receives and routes incoming telephone calls, takes messages for staff and students.
10. Utilizes office communications systems: building intercom, CB radio, E-Mail.
11. Welcomes visitors and arranges for their comfort and screens unexpected callers in accordance with predetermined policy.
12. Assigns, processes, and distributes purchase orders for staff.
13. Assists teachers in preparing instructional materials as requested.

14. Provides individual attendance records to administrators, counselors and teachers when requested.
15. Collects parent-teacher conference sheets from faculty and makes time changes as requested by parents/teachers.
16. Maintains such student records as shall be required.
17. Provides makeup slips and collects assignments from teachers for absent students as needed.
18. Maintains student discipline files related to attendance (truancy, unexcused and excessive absences, and behavior).
19. Administers medicine and keeps records of it. Takes care of injured and/or ill students in absence of the nurse. Remains certified in first aid and CPR.
20. Takes mail to post office at the end of each workday.
21. Operates in accordance with board policies and sees that all policies of the board pertaining to employee's area of jurisdiction are implemented.
22. Performs such other tasks as may be assigned by the board.

TERMS OF EMPLOYMENT      Salary and work year to be established by the board.

EVALUATION      Performance of this job will be evaluated in accordance with provisions of the board's policy.

Approved by Board of Directors on April 13, 1992

Revised February 11, 2007